

CHECKLIST

Preparatory Work:

Discuss what will be filed:

- ☐ Identify documents to be e-filed:
 - _____ Initiating Documents (Amended Complaint, Counterclaim, Crossclaim)
 - _____ Answer to Complaint
 - _____ Response to Counterclaim
 - _____ Motion (*must be filed first before Notice of Hearing on Motion*)
 - _____ Notice of Hearing on Motion
 - _____ Memorandum
 - _____ L.R. 7.1 Word Count Certificate
 - _____ Exhibit Index w/exhibits
 - _____ Proposed Orders (see Tab 1 – ECF Procedures, Section II, Part G, Subpart 2)
 - _____ Certificate of Service
 - _____
 - _____
 - _____
 - _____
- ☐ Discuss and establish deadlines
- ☐ If applicable, confirm how many copies of documents need to served/mailed

Determine Manner of Service:

- ☐ Identify method of service:
 - ☐ All documents electronically
 - ☐ All documents under seal – conventional service
 - ☐ Both electronically and under seal/conventional service

Documents to Prepare Ahead of Time (when applicable):

- ☐ Draft letter to Clerk of Court enclosing original set of documents in sealed envelopes (see Tab 2)
- ☐ Prepare draft letter to Judge or Magistrate Judge enclosing courtesy copy of documents (see Tab 3)
- ☐ Certificate of E-filing: [*always check mailing list in ECF to get current distribution list*]
 - All documents electronically (see Tab 4)
 - Under seal (see Tab 5)
- ☐ Prepare mailing labels/envelopes
- ☐ Prepare FedEx or UPS overnight packages
- ☐ Prepare Office Services forms for hand delivery

- ☐ If under seal, prepare placeholders (see Tab 6)
- ☐ If under seal, prepare cover sheets to be taped on sealed envelopes. Each cover sheet must have the following information: (see Tab 7)
 - Case Number
 - Case Name
 - Party name, and complete title of document
 - Notice of Electronic Filing (NEF) number assigned by ECF
 - The word "SEALED" or "CONFIDENTIAL"

Miscellaneous:

- ☐ Delete any previous files from past e-filings in your ECF folder on your desktop (*you should have an empty ECF folder at the start of each new e-filing*)

E-Filing All Documents Electronically:

Exhibits:

- ☐ Determine how many and make sure that the size of the pdf file does not exceed 2MB
- ☐ If appropriate, send pdf files to IPC to be placed into 2MB size and numbered sequentially. Send email to IPC instructing how you want the footers labeled (see Tab 8)
- ☐ After IPC emails the pdf files to you, rename the file appropriately (*i.e., Exhibit 1, Exhibit 2, etc.*) and place in you ECF file folder on desktop
- ☐ If applicable, prepare Exhibit Index (see Tab 9). The Exhibit Index should be e-filed as the main document with the exhibits as attachments.*

**Exhibit Index replaces the Affidavit (true and correct copies) – Affidavits are not required by Rule, but the Exhibit Index is (see Tab 1 – ECF Procedures, Section VIII, Part C.*

Other:

- ☐ Insert proper signature blocks, including electronic signature that matches name of Attorney Login that will be used for e-filing
- ☐ Convert inked signatures to "s/" as needed to documents (*i.e., motions, versions of notary affidavits or declarations, etc.*).
- ☐ Print final versions of electronic documents to PDF
 - ☐ Verify that PDF files of the documents have been saved in the correct location (ECF folder on desktop) for access when filing
 - ☐ Rename PDF files appropriately (*i.e. Amended Answer to Complaint.pdf, Declaration of John Doe.pdf, etc.*)
 - ☐ Open and review **each** PDF file for accuracy
- ☐ Print one complete set of all documents in your ECF folder to be used as a guide during the e-filing process

Filing Conventional – Under Seal

- ☐ Print appropriate placeholders to PDF
- ☐ Print final versions of electronic documents to PDF
 - ☐ Verify that PDF files of the documents have been saved in the correct location (ECF folder on desktop) for access when filing
 - ☐ Rename PDF files appropriately to your ECF folder (i.e., *Placeholder to Memorandum, Placeholder to Exhibit Index, Placeholder to Affidavit of John Doe*)
 - ☐ Open and review **each** PDF file for accuracy
- ☐ Obtain appropriate ink signatures on document(s)
- ☐ Print one complete set of all documents in your ECF folder to be used as a guide during the e-filing process
- ☐ After E-filing the placeholder(s) in place of any sealed document, print out the NEF for each document. Record the NEF docket number on the prepared cover sheet (see Tab 7). Tape the appropriate coversheet to the sealed envelope. Staple the NEF to the sealed envelope (*See sample of sealed envelope*).

Distribution of Hard Copy of Documents Filed Under Seal:

- ☐ Clerk of Court – original documents sealed in envelopes with a copy of the NEF stapled to each individual sealed envelope

[Note: Each ORIGINAL document must be filed and sealed separately. Motions, affidavits, and memoranda are each considered a separate document and each should be sealed in a separate envelope]
- ☐ Courtesy copy to Judge or Magistrate Judge – all motion papers (*do not seal in envelopes*). The conventionally filed documents must be tabbed, two-hole punched and fastened with tongs at the top (see Tab 1 – ECF Procedures, Section VI, Part D, Subpart 3).
- ☐ Service copy to opposing counsel: (*confirm with attorney if documents should be sealed or unsealed*)
 - _____ place in sealed envelopes
 - _____ do not seal in envelopes
- ☐ Courtesy copy to client – *do not seal in envelopes*
- ☐ If applicable, courtesy copy to co-counsel – *do not seal in envelopes*
- ☐ Retain file copy of complete set of documents with copies of placeholders and all NEFs

Final Step:

- ☐ Send status email to your attorney(s) regarding completion of e-filing (see Tab 10).